

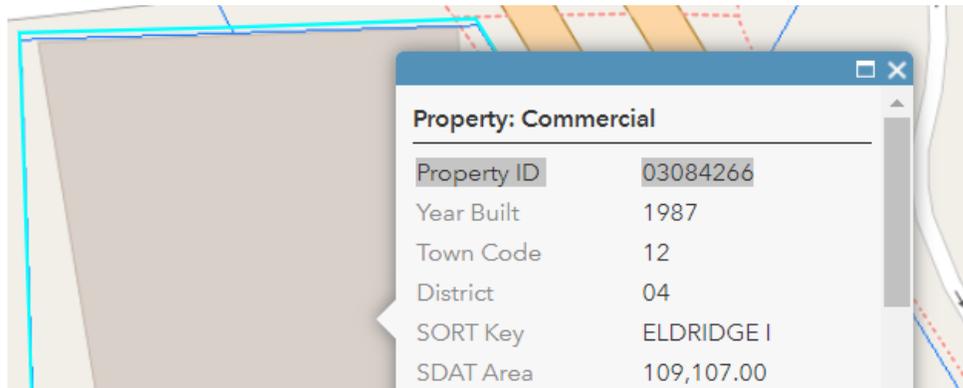
How to Enter or Correct your Montgomery County Building ID (MBID)

It is critical that you enter your Montgomery County Building ID (MBID) in the 8 digit format exactly as it appears in DEP's covered buildings list and tax records, including any zeroes at the beginning of the ID.

1. Locate Your MBID

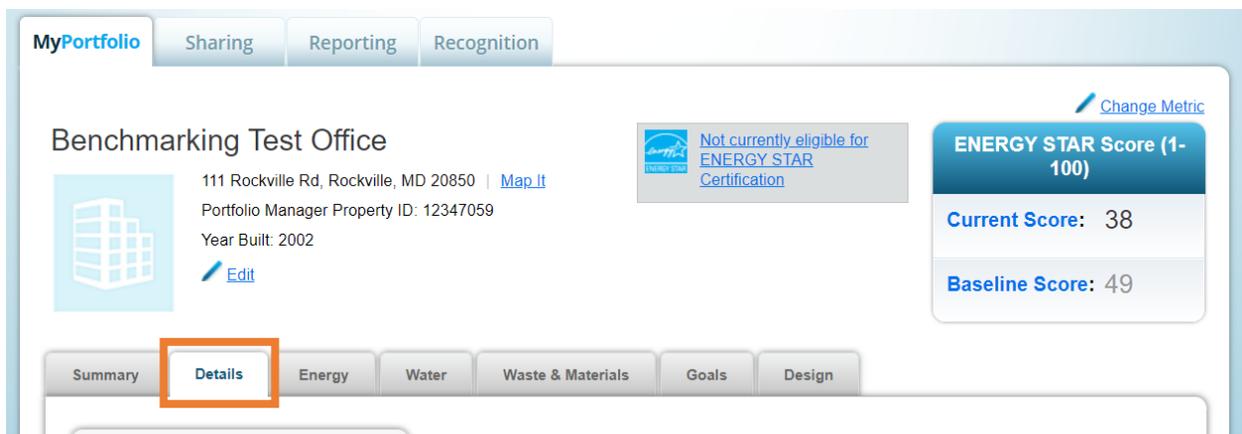
If you are unsure about the MBID contact DEP at energy@montgomerycountymd.gov. If your building or property spans several tax parcels, please contact DEP so that we can tell you which parcel ID to enter.

You also may look up the ID by address using this [map](#). Click on the map to get a pop-up with details about the tax parcel. You may note or copy the Property ID which is your MBID. This detail box also shows the Gross Floor Area of the property.



2. Enter/Update Your MBID

Navigate to the Details tab within the Property you need to update:



Scroll down to the **Unique Identifiers (IDs)** box on the left side of the page and click “Edit”

Unique Identifiers (IDs)

Portfolio Manager ID:
12347059

Custom IDs: None

Standard IDs: 1 [view](#)

i You can select from Portfolio Manager's **Standard IDs** to provide information to others in data requests. Or you can create up to three **Custom IDs** so that you can cross reference your property in other systems.

[Edit](#)

Pick “Montgomery County, MD Building ID (MBID) from the drop down and enter your MBID number in the 8 digit format exactly as it appears in DEP’s covered buildings list and tax records, including any zeroes at the beginning of the ID. If you submit with an incorrect format your report cannot be processed.

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID(s):

Montgomery County, MD Building ID (MBID) ID: 01234567

[+ Add Another](#)

Click Save to save your ID.

3. Submit or Resubmit Data to DEP

When you are ready, you must visit the reporting link which is always posted on DEP’s energy benchmarking page at: <https://www.montgomerycountymd.gov/green/energy/benchmarking.html>. If you have made **any** changes to your property, you must resubmit so we receive notice of the changes.

The link will take you to Portfolio Manager. You may need to log in.

At the bottom of the reporting link page, select the properties you wish to submit. Click “Generate Response Preview.”

Your Response

Select Information to Include:

Timeframe: *

 If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: *

 The data requestor may have asked for one or more [standard IDs](#) to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

[Generate Response Preview](#) [Cancel](#)

You will be returned to the Reporting tab and will see a new entry in your report list. You must select “Send Response” from the Action menu:

Name	Status	Action
 Montgomery County CY 2019 Energy Data for All Covered Buildings (50,000 SF and Greater) (Request from Montgomery County Department of Environmental Protection)	Response Preview Generated: 7/07/2020 3:00 PM	<input type="text" value="I want to..."/> I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response Send Response Delete Response View Errors

Select who should receive a confirmation from your contacts, or enter their emails. Check the box to certify that you are releasing your data to DEP and click "E-Sign Response." You will then see a green check box indicating you have signed the document. Click "Send Data."

By clicking Send Data, you will release data to Montgomery County Department of Environmental Protection (Montgomery County Department of Environmental Protection). You will receive a confirmation email with a receipt and a copy of the data attached.

1 Who (besides you) should we send a confirmation email to?

Select contacts from your contacts book:

- Adam Cox (cox1623)
- Carrie Accardi (Carrie Accardi)
- Chip Welsh (welshc@gc.adventist)
- Chris Weatherly (ChrisWeatherly)
- Chris Weatherly (ece_montgomer)
- Christ Congregational Church Gre
- Crissie Manfre (Montgomery Colle
- Energy Manager (MedStarEnergy)
- Gary Cranford (gary@leedg.com)

To select multiple contacts, hold down your Control (CTRL) key and click on each selection.

Optional- Additional Email Addresses:

Separate multiple emails by a comma or semicolon.

2 What format would you like your data in for the email attachment?

Excel

XML

3 E-Sign your Data Response, then "Send Data"

I hereby certify that I am releasing data about my properties, or on behalf of someone else, to Montgomery County Department of Environmental Protection with Montgomery County Department of Environmental Protection.

Your username: *

Your password: * ✔ Signed

Send Data [Cancel](#)

About Releasing Your Data

Once you have chosen to release your data, there is no way to retract it. Please [preview](#) your report to identify any data issues before sending to avoid incomplete or incorrect data being released.

About Signing Your Response

Please provide login credentials (username and password) to electronically sign your response.

That's it! If you want to double check that we have received your report you may email energy@montgomerycountymd.gov. Annual energy benchmarking reports are due by June 1st each year.